



CITY ATTORNEY'S OFFICE

MEMORANDUM

DATE: February 21, 2014
TO: Mayor and Council
CC: Brenda Fischer, City Manager
FROM: Michael Bailey, City Attorney
SUBJECT: Reporting Concerns

During the February 20, 2014 workshop Council Member Alvarez inquired as to the appropriate avenues for the council member to report concerns regarding the City. The following is a list of reporting avenues that are available to council:

1. Request for Service.

The Request for Service form is used by the City Manager's office to document and report concerns, needs and requests from citizens. This may be accessed from the City's website.

2. Direct request of the City Manager.

In accordance with the Charter (Article II Sec. 19) . . . *Except for purposes of inquiry, the council and its members shall deal with the administrative service under the city manager solely through the city manager, and neither the council nor any member thereof shall give orders to any subordinate of the city manager, either publicly or privately.*

As a practical matter, it would be prudent to provide your requests in writing.

3. Council Items of Special Interest

Council may voice concerns during council workshops under the item noticed as "Council Items of Special Interest". This is in accordance with the City Charter (Article II Sec. 19) . . . *[n]othing in this section shall be construed, however, as prohibiting the council while in open session from fully and freely discussing with or suggesting to the city manager anything pertaining to city affairs or the interests of the city.*

4. City Hotline

The City has established an Ethics Hotline to report alleged ethical violations for investigation. The hotline is (623-930-4444)

5. Conflict of Interest Opinion

In the event that you believe a conflict of interest may exist, you may request the City Attorney to prepare a written legal opinion regarding the conflict of interest. The City Attorney is statutorily required to file formal conflict opinions with the city clerk.

As a practical matter, it would be prudent to provide your request in writing.

6. Direct request of the City Attorney.

Article IV, Section for the Glendale City Charter provides that the city attorney shall be the chief legal adviser of all officers, departments and agencies and of all officers and employees in matters relating to their official powers and duties. Inquiries may be made directly to the City Attorney.

As a practical matter, it would be prudent to provide your request in writing.